Reconciliation for Procurement Cards

Overview

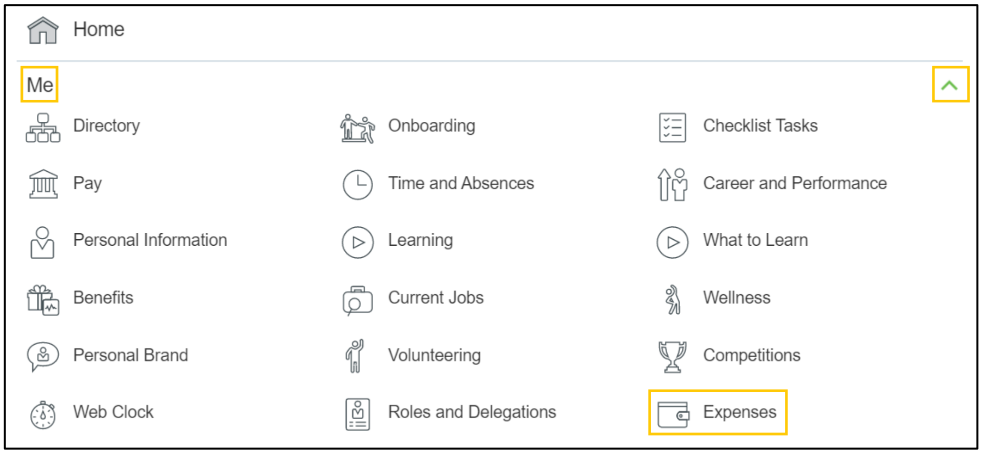
- This job aid provides step-by-step instructions for Procurement Card holders (Purchasing Card or Department Card) to reconcile card purchases and create and submit an Expense Report for those charges.
- Transactions made on a Procurement Card are automatically uploaded into the Ignite Expenses module, usually within 48-72 hours of the transaction postdate.
  - **DO NOT manually create an expense item for a Procurement Card purchase**.
  - Transactions appear under "Available Expense Items" on the Expenses homepage. Expense reports can be processed at any time after the transactions appear.
  - Transactions should be reviewed and reconciled on a **weekly or bi-weekly** basis to ensure timely recording of expenses to the General Ledger.
- All required fields denoted with an * must be populated, and supporting documentation must be attached, as required by the Procurement Card Policy.

  Examples of allowable documentation:
  - A valid invoice or receipt containing:
    - Merchant information – name, address, phone, etc.
    - Date of transaction
    - Itemization of goods/services purchased
    - Total amount paid
    - Form of payment (last four digits of the card)
  - If you are **missing a receipt**, visit the **Procurement and Payment Services website** – **Resources** tab – **Forms** page - scroll down to **Card Forms** to the **Lost or Destroyed Original Receipt Statement** and follow instructions to process.
- Expense Reports can be saved before submitting and managed or withdrawn after submitting.
- All Expense Reports are routed for approval within the cardholder's department and audited by an expense auditor before being fully processed and in a "Paid" status.
- **Baylor Procurement Cards are paid for by the University.**
- **Baylor Procurement Cards must not be used for personal expenses.**

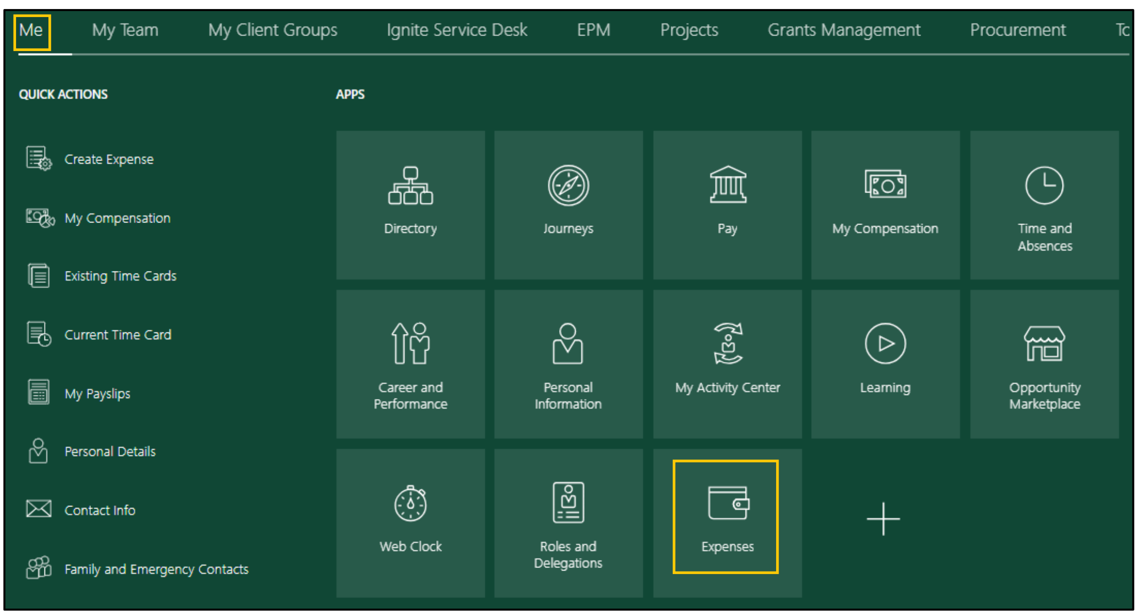
I. Navigate to the Expenses Module

1. Access the **Expenses** module in two ways:
   a. **Option 1**: Click the **Navigator** icon in the upper left corner of the Ignite landing page.

      i. Under the **Me** section, click the drop-down arrow and select **Expenses** from the list.

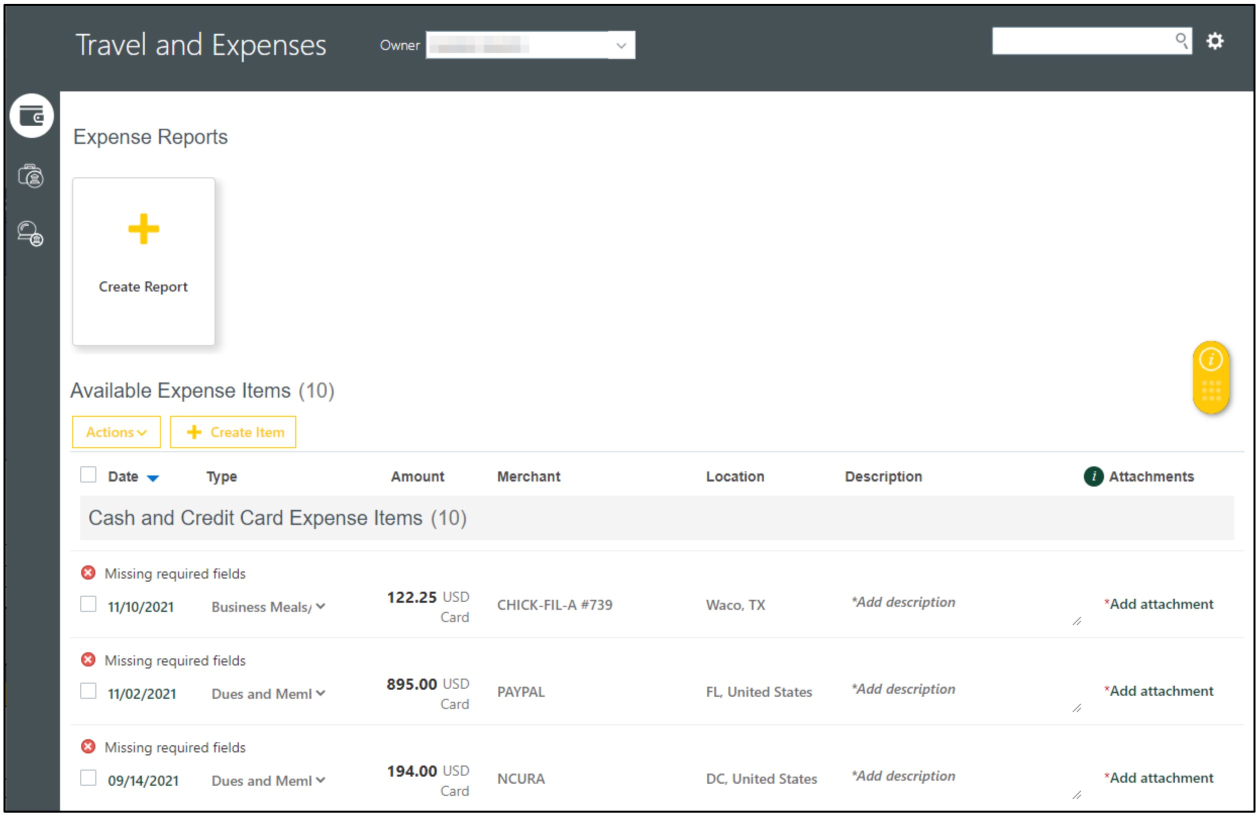


   b. **Option 2**: Under the **Me** tab on the Ignite homepage, scroll down and click on the **Expenses** tile.



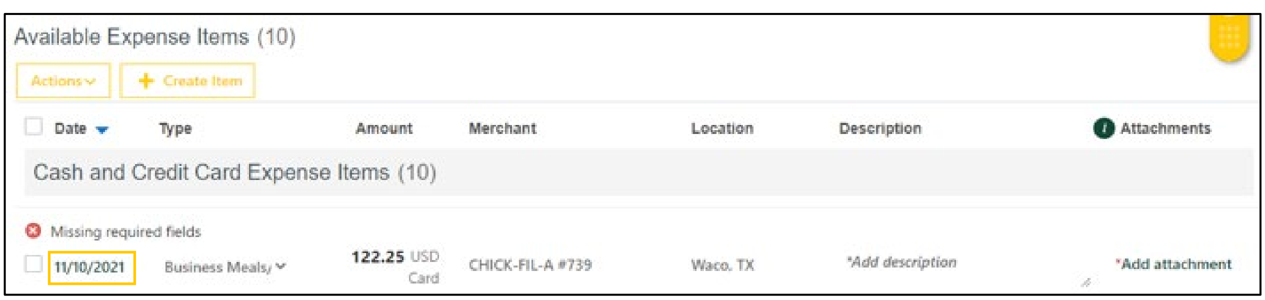
II. Procurement Card Reconciliation

1. Upon clicking the **Expenses** tile, the Travel and Expenses homepage is displayed. Any purchase made using a Purchasing Card or Department Card appears under **Available Expense Items** until it has been reviewed and added to an Expense Report.

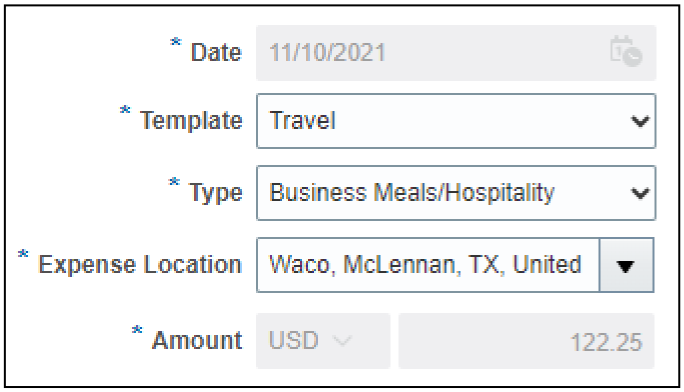


***Note**: Transactions made on a Procurement Card automatically upload into Ignite Expenses, usually within 48-72 hours of the transaction postdate. If an expected charge is not displayed, **do not manually create an expense item for it.** First, review the transactions in PaymentNet to verify the charge has been posted. If the charge appears in PaymentNet, but not in Ignite, contact the Card Program Administrator for assistance.*

2. To reconcile an expense item, click on the **date.**



3. Enter the following (* = required field)



   a. **Date & Amount** fields auto-populate and appear greyed out. They cannot be modified.

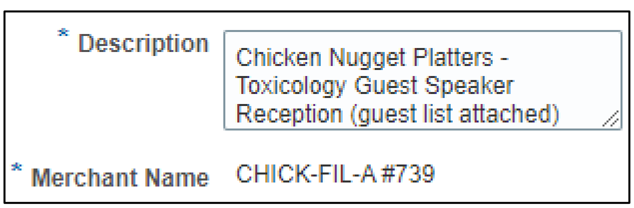
   b. ***Template:** Select the appropriate Expense Template. Each template contains different Expense Types. It is important to select the correct template and type, as the selection populates the charge Account. The system defaults to a template based on the merchant; however, the default value may not always be correct, so it is important to verify. Most Procurement Card purchases use the **Non-Travel** Expense Template.

      i. The warning below may appear; click **Yes.**

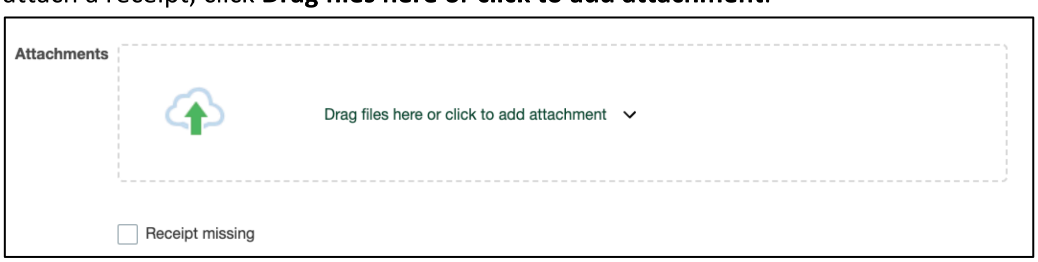
   c. ***Type:** Select the appropriate Expense Type for the charge from the dropdown menu. Additional fields may be required depending on the selected Expense Type.

   d. ***Expense Location:** This defaults based on the credit card charge location.

   e. ***Description: Enter** the business purpose of the expense in the text box. Be as detailed as possible.

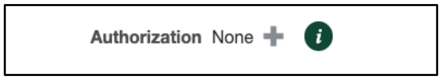


   f. **Attachments: An** itemized receipt is required for transactions $68 or greater, per university policy. To attach a receipt, click **Drag files here or click to add attachment**.

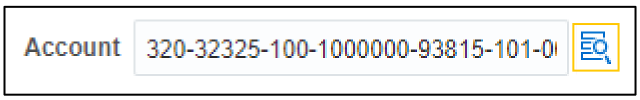


i. If the receipt is lost, illegible, or damaged, complete and attach the **Lost or Destroyed Original Receipt Statement**. You must also attach a copy of the form of payment and select the Receipt Missing check box to acknowledge the original receipt is missing and substitute information has been submitted.

g. **Authorization:** If an authorization request has been approved for the purchase, it may be attached by selecting the "**+**" icon next to Authorization.

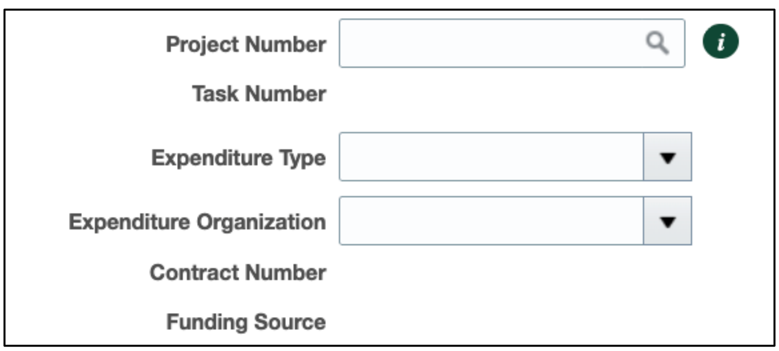


h. **Account:** Account information prepopulates based on the employee's default expense department, Expense Template, and Expense Type. If the COA values need to be updated, click the COA icon to update the segments.

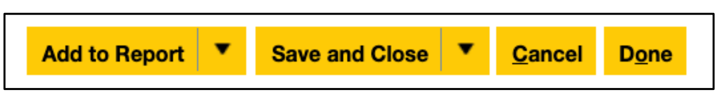


***Note**: Employees should not edit the Account segment of the COA, as this value updates based on the Expense Template and Expense Type. If the natural account needs to be updated, select the correct template and type.*

i. **Project Number**: If the expense needs to be charged to a project (i.e., Sponsored Program, Faculty Fund, or Capital Project), a Project Number should be entered.



j. To save and close the expense item, click **Save and Close** in the top right corner. Closing will return you to the Travel and Expenses homepage.

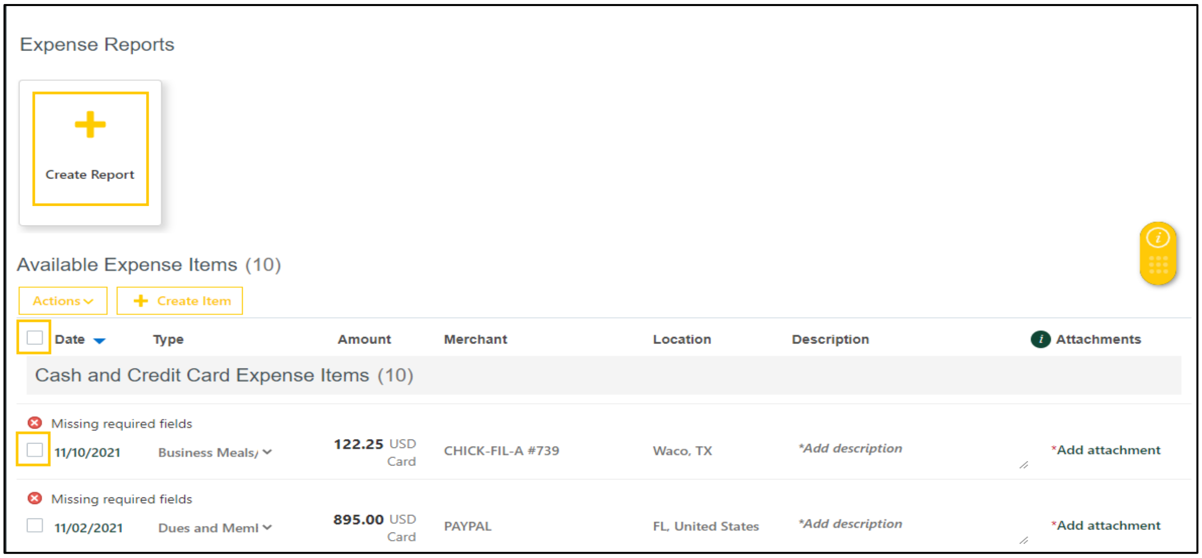


k. Additional items can be selected and reconciled by repeating the above steps.

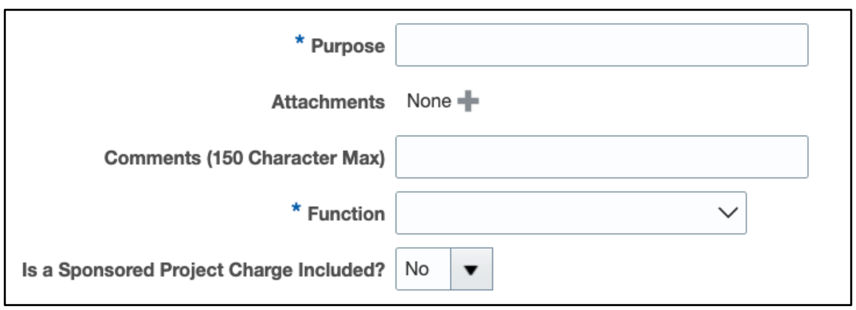
III. Create an Expense Report

1. To add multiple expense items to a new Expense Report, navigate to **Available Expense Items** and select the box next to each expense date to add that item, or to select all available expense items shown, check the box next to Date in the column header, then click **Create Report**.

> ***Note**: To avoid submitting more than one Expense Report on a given date, adding multiple expense items to a report is strongly encouraged.*



2. Complete the fields listed below. (* = required field)



   a. ***Purpose**: Enter the business purpose (description) of the expense report.

   > ***Note**: We recommend the purpose start with "P-Card (or D-Card) Reconciliation-_______".*

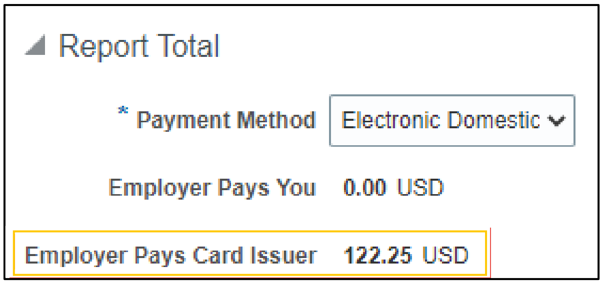
   b. **Attachments**: This attachment button is for the expense report as a whole; individual expense items should already have their required attachments.

   c. **Comments**: 150-character text box available to add any optional comments.

   d. ***Function**: Select the related function from the dropdown menu. Non-Travel is most common for Purchasing Cards and Department Cards.

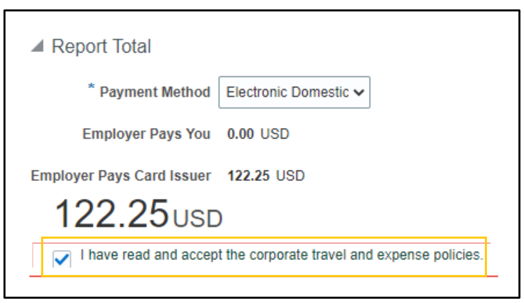
   e. **Is a Sponsored Project Charge Included?** Select Yes from the dropdown if a Project Number was included on expense item(s).

3. **Procurement Cards are corporate paid**. If submitting a report for only Purchasing Card or Department Card expense items, the Report Total should display next to **Employer Pays Card Issuer**.

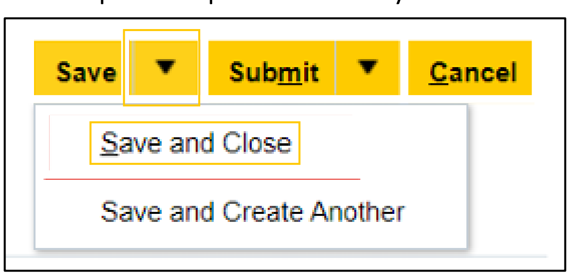


Note: *If the* ***Employer Pays You*** *field shows an amount, and all expense items are from a Procurement Card, STOP and double-check the Template and Type. Procurement Card expenses should never be paid to an employee.*

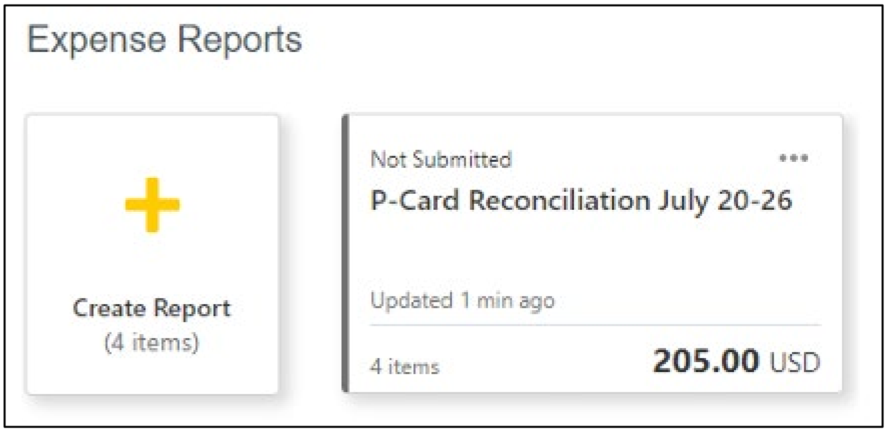
4. Confirm that no missing required fields are in the expense report. An error is displayed in red next to the respective expense item when applicable.
   a. If an expense is missing required fields, click on the **Expense Item** checkbox, then select **Actions** and **Edit**. Once in the expense item, click **Show Errors** at the top of the page to highlight which fields need modification.
5. Each Expense Report requires the user to certify that all expenses comply with Baylor's policies. The **Submit** button is not active until the box is checked. Click the box before the statement. The Expense Report can now be saved or submitted.



6. Click the **Submit** button to submit the Expense Report.
7. If the Expense Report is **not** ready to be submitted, use the **Save menu** to select **Save and Close**.



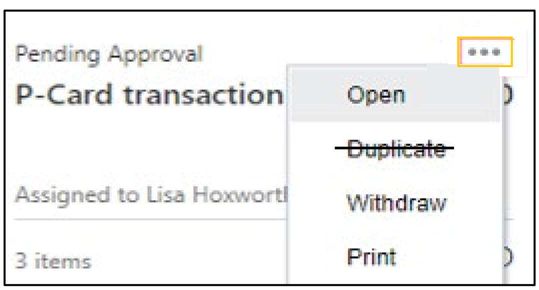
8. To submit a previously saved report, navigate to the **Travel and Expenses** homepage and in the Expense Reports section, review the report identified as **Not Submitted**



   a. Open an Expense Report by clicking the Expense Report tile to edit or submit it.
   b. The Expense Report can be submitted by following the steps defined above.

IV. Open, Withdraw, or Print an Expense Report

1. To Open, Withdraw, or Print an Expense Report that has already been **submitted but NOT APPROVED**, click the 3 dots (…) on the top right of the Expense Report tile.
2. A dropdown menu appears; select an option to complete.
3. Once an Expense Report is in **Paid** status, the only options are: Open or Print.



There should not be a reason to Duplicate a Procurement Card expense report.